



## Using EnlightKS for ECDL: user guide

IT Training and Documentation team, October 2013 (Updated August 2015)



This fact sheet is for candidates registered for ECDL qualifications at the University of Aberdeen using the EnlightKS online testing system.

### About ECDL and EnlightKS

The European Computer Driving Licence (ECDL) is an internationally recognised benchmark qualification. You can study for Core and Advanced level ECDL at the University of Aberdeen to develop your IT skills and enhance your career prospects.

For more information about ECDL, and to register, visit [www.abdn.ac.uk/tad/ecdl](http://www.abdn.ac.uk/tad/ecdl)

ECDL is examined using EnlightKS online testing. You pay a fee to sit each **certification test** (exam). This allows you to sit up to 2 **diagnostic tests** (practice assessments) for ECDL Core, and 1 **diagnostic test** for ECDL Advanced. These are vital for monitoring your progress and level of knowledge, and for familiarising yourself with the testing software. We recommend that you sit a diagnostic test before attempting a certification test.

### Where can I sit a test?

#### ECDL Open Sessions

- You can sit **diagnostic** and **certification tests** at ECDL Open Sessions. These are held in our private, on-campus training rooms (Taylor A1 in Old Aberdeen, and Polwarth CR1 at Foresterhill).
- Places are limited, so it is essential that you book online in order to avoid disappointment: [www.abdn.ac.uk/tad/courses](http://www.abdn.ac.uk/tad/courses)
- Once you have booked, you should receive an email confirming your place on the session and a calendar invitation to the course event from [tad@abdn.ac.uk](mailto:tad@abdn.ac.uk) (the Training & Documentation team).

#### Online diagnostic testing

- You can sit **diagnostic tests** in your own office, a PC classroom or at home (as long as your PC meets the requirements of the EnlightKS system<sup>1</sup>). Note, the system is better with a single monitor.



This facility is not available for **certification tests**, which must be invigilated by a BCS approved ECDL Invigilator at an ECDL Open Session.

### Before you start

Before you can use EnlightKS for ECDL, you will need to check the following:

- Have you **registered** and **paid** for ECDL certification tests at the University of Aberdeen?
- Have you received your unique **BCS number** and **password** to confirm your registration?

#### If you wish to sit a diagnostic test:

- Have you booked a place on an **ECDL Open Session**?
- OR**
- Have you checked that your PC meets the **requirements** of the EnlightKS testing system?

#### If you wish to sit a certification test:

- Have you booked a place on an **ECDL Open Session**?



Visit [www.abdn.ac.uk/tad/ecdl](http://www.abdn.ac.uk/tad/ecdl) for details about registering and paying for ECDL.

<sup>1</sup> If you are unsure whether your PC meets the requirements of the EnlightKS testing system, you can log in and use the system checker to find out.

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## Logging in/out of EnlightKS

### To log in

1. Open *Internet Explorer* and go to [www.ecdluk.enlight.net](http://www.ecdluk.enlight.net)
2. Your **Username** is your unique BCS number that you received upon registration for ECDL.
3. Your **Password** is the password that you received upon registration for ECDL, unless you have already changed it.
4. Click on the **green Login button** to log in.



If your pop-up blocker is switched on, please select **Always Allow** for EnlightKS to prevent the message reappearing as you access the site.

### To log out

1. Click on **your name** at the top right of the screen, then **Log Out** and close your browser.

## Updating your details

- Click on **your name** at the top right of the screen, then click **Profile** to view and update the personal information that you submitted in your ECDL registration. If any details are missing, please complete them here.
- Please ensure that your **address details** are correct and up to date. This is where we will send your ECDL certificate(s).
- You can also change your **password** in this area. Make your password strong; keep it safe; never share your password with anyone else.

## Starting a test



Please save your work and close all Microsoft applications before starting a test or you may lose any unsaved work.

1. Click **Catalogue**. You should see a list of tests. The type of test is indicated by **Category**.

Category	Type of Test
I/ECDL Diag Standard	Diagnostic test (ECDL Core)
I/ECDL Cert Standard	Certification test (ECDL Core)
I/ECDL Adv Diag Standard	Diagnostic test (ECDL Advanced)
I/ECDL Adv Cert Standard	Certification test (ECDL Advanced)

2. Click on the test you wish to start.






If you do not see a test that you expect or you are presented with a message stating **No available units**, please inform an ECDL Open Session Invigilator.

If you are not at an ECDL Open Session, you can contact [tad@abdn.ac.uk](mailto:tad@abdn.ac.uk) and we will get back to you as soon as possible. Please note our working hours are **9am-5pm, Monday to Friday**.

3. For **certification tests**, you will be asked for an Invigilator login. This will be provided by an Invigilator and is valid for the duration of the ECDL Open Session.
4. An **Automatic System Requirements Check** will launch the first time you start a test. This checks that your computer meets the requirements of the EnlightKS testing system.
  - If prompted, click **Run**.
  - If the System Check detects any errors, you can click **Help** for more information.
5. Click **Continue**.
6. Read the **Test Information/Properties** screen. This lists any time limits and rules.
7. Once the status bar has reached 100%, click **Start** to begin the test.

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## Question types

- Tests may contain a mixture of Multiple Choice, Hotspot or In-application questions.
-  **In-application questions** expect you to perform a task using an application e.g. MS Excel 2010.
-  **Multiple choice questions** expect you to select the correct answer from a list.
-  **Hotspot questions** expect you to click on the correct part of the screen.
- In diagnostic tests, it is possible to click the **Nav** button to see the list of questions.
- You can click on the **Help** icon at the top right of the page for a description of the question type you are currently viewing.



Please note, when answering In-application questions you do not need to save the document or close the application before answering (unless specifically instructed within the question).

## Answering a question

- We advise that you attempt to answer each question in sequence.
- Click on the **Answer** button to submit your response and move on to the next question. This will be greyed out until you have attempted the question.
- For some questions, you may see two **Answer** buttons (above and below the question). It does not matter which one you use.



In **certification tests**, you cannot change or clear an answer once you have clicked the **Answer** button.

## Skipping a question

- Use the **Next** button if you are unsure about a question and would like to come back to it later in the test (if time allows). If you answer or skip the last question, the test will automatically return to the first unanswered question.

## Starting a question again

- Use the **Clear** button if you have started a question but would like to begin the question again.

## Pausing a test

- You **cannot** pause a **certification test**.
- You **can** pause a **diagnostic test** at any time by clicking the **Suspend Test** button. If you suspend a diagnostic test, you can continue from the same point at a later date. Simply select the suspended test from the **Catalogue** tab.

## Ending a test

- When you have answered all questions in a test, you will see a message telling you that you have answered the last item. Click **OK** to end the test.
- The **End Test** button allows you to end a test without answering all of the questions. We do not recommend this. **You will not be able to return to the test.**

## Viewing your results

- At the end of a test (or when your time has expired), you will see your results page.
- Read the results page for details of your test score. You may like to print your results.
- You can also click on the **Results** tab at any time to view the results of tests that you have completed using the EnlightKS system.



The results page for **diagnostic tests** includes additional feedback for incorrect answers. Read this carefully.